

CLASS TITLE: CHIEF OF PSYCHIATRIC SERVICES

Class Code: 02942500
Pay Grade: 52A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for directing psychiatric services within the Department of Mental Health, Retardation and Hospitals; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Director of Mental Health, Retardation and Hospitals or his designee, with wide latitude for exercising independent initiative and professional medical judgement in developing professional standards for patient care and treatment; work is reviewed through conferences for conformance to policies and procedures and for adherence to the highest standards for accepted medical practices and techniques.

SUPERVISION EXERCISED: Plans, organizes, coordinates supervises, directs and reviews the work of medical staff members within the Department; reviews and evaluates work performed for application of accepted medical, psychiatric and other techniques in the care and treatment of the mentally disabled.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for directing psychiatric services within the Department of Mental Health, Retardation and Hospitals.

To develop and execute policies, plans, methods and procedures relating to the inpatient, outpatient and day care treatment, rehabilitation, and discharge of mental disability patients.

To provide general supervision for various professional psychiatric services; to establish standards of performance for professional psychiatric and staff members consistent with sound and acceptable hospital practices; to review the general level of work performed by evaluation of reports in staff, clinical and consultative conferences and by observation of the overall care and treatment of patients.

To provide consultative direction and professional advice in the diagnosis, care and treatment of patients with mental disability; to conduct frequent conferences with responsible staff members concerning problems arising in the carrying out of the mental health programs and to provide to such staff members guidance, consultation and assistance in the solution of such problems.

To initiate development of community mental health programs designed to reduce or prevent mental disability.

To study and evaluate current and new methods for the care and treatment of persons suffering from mental disability and to make available information and/or knowledge of such methods to the professional staff members; and to direct the planning and organizing of research studies and programs in accordance with accepted psychiatric research methods and techniques.

To develop and encourage research studies in behavioral problems and emotional and mental illness and their treatment.

To develop and maintain a schedule to allow continual psychiatric patient coverage by psychiatric staff.

To plan, organize and develop a consulting and/or visiting staff for the administration of specialized treatment for patients.

To give leadership to the development and maintenance of a sound orientation and in-service training program for professional personnel.

To prepare and submit recommendations and reports as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of psychiatry, neurology and general medicine; a thorough knowledge of the modern principles, practices and techniques applied in the diagnosis, care and treatment of persons suffering from mental disability and skill in their application; the ability to make diagnoses and prescribe and/or administer appropriate medical and psychiatric treatment in difficult and complex cases; the ability to develop community-based mental health programs; the ability to establish and maintain standards of performance for staff members consistent with sound and acceptable hospital practices; the ability to plan, organize, coordinate and review the work of the psychiatric staff members within the Department; the ability to evaluate the quality of the various service units of the Department in terms of adequate patient care and treatment; the ability to maintain good relations with staff members, superior officials and with relatives of patients receiving care and treatment; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a medical school of recognized standing supplemented by advanced study in the field of Psychiatry; and

Experience: Such as may have been gained through: completion of an internship in an approved mental health facility and completion of an approved residency program in Psychiatry; and a minimum of four years of post-residential employment in a responsible position in a facility for persons suffering from mental disability.

SPECIAL REQUIREMENT: At time of appointment, must be fully licensed by the Rhode Island Department of Health to practice medicine in Rhode Island; and must possess certification by the American Board of Psychiatry and Neurology and must maintain the aforementioned licensure and certification as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/03